

**City of Palmer
Action Memorandum No. 15-102**

Subject: Authorize the City Manager to Amend the Professional Services Agreement with HDR Alaska, Inc. in the Not to Exceed Amount of \$250,000 for Additional Engineering and Consultant Services for the Palmer Wastewater Treatment Plant Facility Plan Update

Agenda of: December 1, 2015

Council Action: Authorized

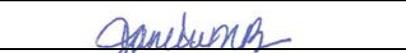
Originator Information:

Originator: Tom Healy, Public Works Director
Date: November 19, 2015 **Requested agenda date:** December 1, 2015

Department Information:

Route to:	Department Director:	Signature:	Date:
	Community Development		
x	Finance		11-19-15
	Public Safety		
x	Public Works		11/19/15

Approved for presentation by:

	Signature:	Remarks:
City Manager		
City Attorney		
City Clerk		

Certification of Funds:

Total amount of funds listed in this legislation: \$ 250,000

This legislation (√):

Has no fiscal impact Creates a positive impact in the amount of: \$ _____
 Negative impact in the amount of: \$ _____

Funds are (√):

Budgeted Line item(s): 24-53-50-6030 Engineering and Consultant Services
 Not budgeted Affected line item(s): _____

General fund assigned balance (after requested budget modification): \$ _____

Enterprise unrestricted net position (after requested budget modification): \$ _____

Director of Finance Signature: 

Attachment(s):

- HDR fee estimate dated October 26, 2015

Summary statement: This Action Memorandum authorizes Amendment No. 2 of the Professional Services Agreement between the City and HDR Alaska, Inc. to provide additional engineering and consulting services related to the update of the Palmer Wastewater Treatment Plant (WWTP) facility plan and preliminary engineering and design of WWTP improvement options. This work is necessary to complete the facility plan to choose a preferred treatment option that, when constructed, will bring the WWTP into compliance with discharge permit requirements. HDR was hired early this year to update the WWTP facility plan. This additional work expands the original scope of work to include preliminary project schedules and designs, investigation of interim measures, project cost estimates and a service area and affordability analysis.

The attached HDR October 26, 2015, fee estimate puts the total cost for additional services at \$294,088. However, that amount is deleted in favor of a time and expenses, not-to-exceed amount of \$250,000. It is likely this work will not include all the services and costs listed in the fee estimate, so a limit of \$250,000 is reasonable.

Amendment No. 1, approved by the city manager the week of November 16, 2015, added \$15,000 to the professional services agreement with HDR to provide funding to continue engineering and consultant work in the period before the additional funds under Amendment No. 2 are available.

In reference to PMC 3.21.230, Governmental and Proprietary Procurements, HDR's experience in preparing the facility plan and consulting with state and federal agencies regarding the Palmer WWTP discharge permit give HDR experience and knowledge of this project which reasonably limits the source of these planning and preliminary design phase services to HDR.

Administration recommendation: Authorize Action Memorandum No. 15-102.

City of Palmer WWTP
Facility Plan and EPA/DOJ Negotiations

Role Name	HDR Labor														Subconsultant Labor			Other Costs			Total Costs	Total Services							
	QA/QC	Financial QA/QC	PM	Process Eng	Permitting	Financial-Affordability Analysis	Financial-Affordability Analysis	Financial - Rate Impacts	Financial - Rate Impacts	GIS	EIT	Tech Edit	Admin	HDR Labor	Geotechnical	Survey	Tech Charge	Travel Expenses	Repro/ Expenses										
	Koch	Gipson	Moyers	Wodrich	Dupuis	Duffy	Behr	Koom	Close	Norton	Peterson	Cornelison	Bailey		Shannon & Wilson	CRW													
Basic Services																													
1	DOJ/EPA Conference Calls																												
1.1				10	8	8	2																						
1.2				12		12																							
1.3				8	4	8																							
Task 1 Total		0	0	30	12	28	2	0	0	0	0	0	0	0	0	0	0	0	0	0									
2	Additional Service Area Analysis																												
2.1				4																									
2.2				2		2	2				16																		
Task 2 Total		0	0	6	0	2	2	0	0	0	24	0	0	0	0	0	0	0	0	0									
3	Affordability Analysis																												
3.1			1	2		2	4	2	1	1																			
3.2																													
3.2.1			1			2	4	4	8	8																			
3.2.2							4	2		8																			
3.2.3			1				4	2		8																			
3.2.4							4	2		8																			
3.2.5							4	2		8																			
3.3			4	4		4	8	4	8	16																			
3.3.1				4		2	2	2		2																			
3.3.2			2	2		4	4	2		8																			
Task 3 Total		0	9	12	0	14	38	20	17	65	0	0	0	0	0	0	0	0	0	0									
4	Interim Measures Evaluation																												
4.1				12	8	4																							
4.2	2			8	8	4					16																		
4.2.1				6	2						16		8																
4.2.2	1			4	2						2		4																
Task 4 Total		3	0	30	20	8	0	0	0	0	42	12	0	0	0	0	0	0	0	0									
5	Preliminary Engineering for Subsurface Disposal																												
5.1				8	2																								
5.2				4																									
5.2				4	2						4																		
5.3				16	8						24	8																	
Task 5 Total		0	0	32	12	0	0	0	0	0	28	8	0	0	0	0	0	0	0	0									
6	Preliminary Engineering for SAGR																												
6.1				8	2						4																		
6.2				16	8						24	8																	
Task 6 Total		0	0	24	10	0	0	0	0	0	28	8	0	0	0	0	0	0	0	0									
7	Preliminary Engineering for MBBR																												
7.1				30	24						24	8																	
Task 7 Total		0	0	30	24	0	0	0	0	0	24	8	0	0	0	0	0	0	0	0									
8	Finalize Facility Plan Update																												
8.1				16	8	4			8	8		16																	
8.2				24	8	2					16																		
8.2.1				4	2	2					16	16																	
8.2.2				16	4	2					16	8																	
Task 8 Total		6	0	60	22	10	0	0	8	8	48	24	0	0	0	0	0	0	0	0									
9	Project Management																												
9.1				40		32																							
9.2		12		12									16																
9.3				8									8																
Task 9 Total		12	0	60	0	32	0	0	0	0	0	0	24	0	0	0	0	0	0	0									
Phase II Basic Services Total		21	9	284	100	94	42	20	25	73	24	170	60	24	\$161,221	\$86,812	\$42,389	\$0	\$3,500	\$167	\$0	\$132,868	\$294,088						

* - HDR shall provide a scope and fee proposal to COP to complete Additional Services in response to a written request for services from the COP Project Manager.

NOT TO EXCEED \$250,000